

**BLM-Arizona**  
**Official Records for Planning Projects**  
**(Decision File/Administrative Record)**

Instructions to set-up official Decision Files/Administrative Records; including: labels, filing instructions, and creation of a Document Index form.

**A. File Folders**

- Use 8½" x 11" accordion file folder(s). Note: Main file categories may require multiple file folders.
  - For Example: Category "B. Public Information and Involvement" has 11 Sub-Sections, so more than one accordion file folder may be needed.

**B. Labels**

- Label each file on the front and back tabs of the file folder with the File Plan Category that describes the records in that folder.
  - For Example: The label for Folder 1 is titled: "A. General Information (PUBLIC)"

AZA 365138 <u>A. General Information</u> PUBLIC
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- Within "A. General Information" place File Dividers labeled with each Sub-Section of that Category.
  - For Example: "A.1. *Federal Register* Notices"

AZA 375139 <u>A.1. <i>Federal Register</i> Notices</u>
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NOTE: Not all projects will require all Sub-Sections listed in the File Plan, while others will require additional Sub-Sections; customize the File Plan to suit specific needs.

**C. Filing Instructions**

- File records in chronological date order, building the file forward (latest date in front).
  - For Example: Start with the oldest in the back, placing newer records in front.

- Place single copy of record into most relevant Sub-Section – Do not cross-file multiple copies into more than one Sub-Section.
  - For Example: A transmittal letter, sending a report from an outside source, would not be filed in "Category C. External Communications" and also be cross-filed in "Category D. Background/Supporting Information." The most relevant information in that record is the attached report, so it would only be filed in Category D.

**D. Document Index, Form AZ-1220-11**

- Each file folder must contain a Document Index, Form AZ-1220-11, listing all records within that file folder.
- Offices can either fill-in the Document Index as records are added to the file, or can assign someone to periodically update the Document Index.
  - It is strongly recommended that the Document Index be updated weekly to avoid a burdensome task at the end of the project, particularly if the case ends up in appeal or litigation.
  - An example follows:

**Bureau of Land Management  
Arizona State Office  
Decision File/Administrative Record  
DOCUMENT INDEX (SAMPLE)**

**PROJECT NAME:** Proposed Mineral Withdrawal      **File Number:** AZA 365138

**Office Name:** AZ Strip DO      **Contact:** Ima Recordkeeper      **Phone:** 435-688-3200

**File Plan Category:** F. Internal Correspondence      **Sub-Section:** 1. Project Mgmt Correspondence

Document Date	Description	# of Pages	Identify if Confidential/ Proprietary/PII/Privileged/ Exempt Information	Comments
10/29/2009	E-mail message to ID Team with proposed meeting schedule.	3		
10/30/2009	E-mail message string with various specialists' opinions on topics for meeting.	12	Internal deliberations (Ex. 5)	Candid discussion, disagreeing opinions
10/30/2009	Memo to Field Solicitor's Office to obtain advice on how to resolve differences.	2	Attorney-Client Privileged (Ex. 5)	

NOTE: Form AZ-1220-11 is available in the Central Files link on the Arizona webpage.